

ATTACHMENT #5

Charter  
of the  
Technology Development Evaluation and  
Application  
Studies Steering Committee  
for  
ES&H Division  
July 1995

Background

The Los Alamos National Laboratory (LANL) ESH Division has responsibility for protecting the health of LANL workers and the public. This represents a major continuing effort which results in expenditures of over \$60 Million dollars/year. Initial emphasis of this program is on improved health and safety and/or improvements in efficiency and/or improvement resource utilization. Because of the magnitude and associated cost of the total ES&H effort, the LANL ES&H Division initiated a program to fund applied studies to address special needs/problems. To satisfy LANL requirements all projects must be directly supportive of the LANL ES&H programs.

The potential benefit from a highly focused program of this type is to address ES&H problems in a cost effective manner.

Steering Committee- Scope of Activities

The Steering Committee for LANL ES&H Division Technology Development, Evaluation and Application Studies will be responsible for encouraging development of proposals from ES&H Division staff, which are aimed at helping to solve some of the LANL ES&H program requirements. This Committee will be chaired by a representative of ESH DO. The Steering Committee will be responsible for:

- 1) Obtaining information from the LANL ES&H programs to identify priority interests;
- 2) Synthesizing this information into a convenient format and transmitting this information (soliciting proposals) to potential principal investigators,
- 3) Identifying a schedule and standard format for submissions of proposals for possible funding by the LANL ER program;

4) Developing criteria that will be used to: a)review each proposals technical merit, and b)estimate the time scale for applications to solving ES&H problems at LANL;

5) Reviewing all submitted proposals for a)relevance to LANL ES&H programs; b)technical quality c)probability for success; d)time scale for application at LANL; and e)appropriateness of the budget.

6) Recommending funding

7) Developing a mechanism for informing the principal investigator for each proposal of the results of the Steering Committee's evaluation of their proposals.

8) Documenting the complete review and approval process.

Attachment A represents the criteria which will be used by the Steering Committee when evaluating proposals. This listing may be expanded by the Committee on the basis of additional information developed and/or policies adopted by LANL, DOE, OSHA, EPA, NMED, etc. Attachment B is the format to be used for all proposals.

#### Program Monitoring and Reports

As distinct from many technology efforts, this program must (because of the funding source) be focused on LANL ES&H program requirements and relatively short term solutions to specific LANL problems. Monthly reports must be submitted for review to the Committee, who will discuss with the PI an appropriate format and level of detail for such reports, and will identify any problems they see regarding progress or schedules. It is the responsibility of the Committee to alert PI's to situations which may result in funding changes. Funding may be discontinued if progress is not compatible with LANL ES&H program requirements, priorities or funding limitations.

#### Funding Outlook

The magnitude and complexity of the tasks facing the LANL ES&H program, and the initial support from ESH-DO indicates that funding should be available in future years. But this is contingent on budget constraints.

ATTACHMENT #A

Relative Prioritization and Weighting Factors  
Criteria for Priority Listing  
July 1996

A. HIGH (10x)

- Applicability to specific LANL-ES&H problems

Priority of need and potential to satisfy need - Examples would be ideas that may significantly reduce risk to workers and/or provide significant long term cost savings. Cost savings must be specified using the latest available information

Operational aspects are given more emphasis than solely compliance aspects  
Development of a system to reduce exposure to carcinogens would be given priority over a system designed to simply demonstrate compliance.

- Cost and/or resource saving for ES&H operations/applications

Improved efficiency of ES&H activities - Specify estimates of cost and/or resource savings. As an example, automating a system that normally would require the extensive use of manpower, but is a repetitive set of tasks that may only need to be programmed once. Specify those savings in the long term future as well as the short term. Return on investment. The effort may cost \$50K up front, but would save 5 times That value every year in personnel costs (show calculations)

- Probability of success

Both immediate program goals and application to ES&H needs and Operations- Projects must be not only applicable but will receive higher scores for their practicality and ease of implementation for solving ES&H problems  
The approach should be delineated.

## B. Intermediate (5x)

- Relative magnitude of costs

Considering both total budget and proposal budget - It is difficult to find a project for more than \$100K in any given year.

Considering leveraging of funding, both immediate and long term-  
Preference will be given to projects with shorter completion times, with a 1 to 2 year preference. Longer projects will be considered if they can be justified in terms of long term cost savings. Teaming with a line organization is desirable, and resource support from line organization is a strong indication of the importance to operating programs.

- Temporal considerations

Time to meet objectives or applications of technology - The urgency associated with the associated with the efforts.

- Interactions with others

Collaboration with others - Preferences will be given to partnering with other laboratory divisions, government agencies, universities, etc., if appropriate

## C. Lower (3x)

- Innovative approaches to solve ES&H problems
- ESH Division is the only likely source of support
- Maturity of technology development

ATTACHMENT #B

## FORMAT FOR PROPOSALS

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Only proposals that are submitted with the following format will be evaluated.

Title Page (One Page)

Title  
Name of Principal Investigator(s), Co-investigators, and Group(s)  
Requested Budget (by year)  
Date of Submission  
New or continuing proposal

Written Portion of Proposal (Five Pages Maximum) Submit proposals with numbering that corresponds with the below criteria

1. A clear succinct description of problem to be addressed.

2. Benefit

A description of the benefit to the LANL ES&H Programs as a result of the completion of the proposed project . This must include either benefits related to the environment, worker/public health and safety, or improved operations. An estimate in \$ (dollars) or resources to be gained through direct cost savings and/or improved efficiencies and/or improved health and safety is desirable. Some indication of the near term and/or long term benefits to LANL must be provided to be responsive to the High Criteria" noted in Attachment #3.

3. Background and Objective(s)

A discussion of the relevant background of the proposed project which would be sufficient for the reviewers understanding of the proposed work The objective(s) of the proposed project should be clearly stated at the end of this section.

#### 4. Work Plan

The workplan should include a discussion of the approach, budget, schedule, and applicability to the regulatory agencies.

#### 5. Deliverable(s)

A concise discussion of what the proposed project will deliver, such as an improved methodology or a method, and what is necessary to implement the method and when it will be tested/reviewed enough for implementation.

#### 6. Reports

Monthly reports must be submitted for review to the Committee, who will discuss with the PI the level of detail for such reports, and will identify any problems they see regarding progress or schedules.

#### 7. Schedule (One Page)

The schedule should be in a Gannett Chart type of format showing activities, duration's, and milestones (including deliverables).

#### 8. Budget (One Page)

The budget should reflect the major elements of the project, which will correspond to the activities on the schedule. Separately indicate Operating, Capital FTE's. At this time it is not clear that any capital equipment funds will be available.

#### 9. ES&H Evaluation

The proposal should briefly indicate that potential ES&H concerns associated with performing the study have been evaluated, and note what action (if any) is required to assure that the proposed study will be conducted in a manner to protect employees, contractors, the public, and the environment from the harmful effects of anticipated hazards.

